



COMAR

BUILDINGS AND GROUNDS

Directive: 12 – 101

Date of Issue: July 2013 Amends/Cancel: N/A

A. AUTHORITY

These rules and regulations are promulgated pursuant to Article 41, §1-202 of the Annotated Code of Maryland 1957 Edition as amended; State Finance and Procurement Article, §§ 4-601 through 4-608 of the Annotated Code of Maryland as amended; and COMAR 04.05.01.01-09. Each occupant agency shall be responsible for the observance of these rules and regulations.

B. USE OF PROPERTY

The property is closed to the public after regular business hours. The property or portions of it may be closed to the public during regular business hours in emergency situations if closure is necessary for the orderly conduct of State business, for safety reasons, or for security reasons. After regular business hours or during declared emergency situations, admission to State property is restricted to authorized individuals who will be required to display identification documents upon request. During these times, an individual on the property without apparent lawful business to pursue, who refuses to leave, may be arrested.

C. PROHIBITED CONDUCT

An individual shall be subject to arrest if the individual:

- (1) damages or defaces State property;
- (2) creates loud, unusual noise, including profanity;
- (3) disturbs employees performing their duties;
- (4) prevents or disturbs the general public from obtaining services provided on the property; or
- (5) obstructs entrances, walks, corridors, elevators, offices, stairways, or parking lots.

D. DISTRIBUTION OF HANDBILLS

The distribution by the public of materials such as hand bills, pamphlets, and letters in indoor areas of State property is prohibited without the prior approval of the appropriate superintendent or manager.

E. DAMAGE OF PROPERTY

Physical damage to State property is prohibited and includes:

- (1) defacing or marking of the property;
- (2) throwing articles of any kind at or from the property;
- (3) climbing upon any part of the property;
- (4) tampering with landscape and planting; or
- (5) willful damage, destruction, or removal of property.

F. WEAPONS AND EXPLOSIVES

Except for official purposes and by authorized personnel, an individual on the property may not carry open or concealed firearms, explosives, incendiary devices, or dangerous or deadly weapons.

G. VEHICULAR TRAFFIC

Vehicles on the property will be operated in a careful and safe manner, complying with directions of guards and posted signs. The blocking of entrances, driveways, walks, or loading platforms is prohibited. Parking without authority or parking in unauthorized locations or in locations reserved for others is prohibited.

H. GAMBLING

The operation of gambling devices, conducting a pool or lottery, the selling or purchasing of "numbers" or lottery tickets and gambling or betting in any form on the property is prohibited, except for operations by the Maryland State Lottery Agency.

I. PHOTOGRAPHS

Photographs, video, video tape, movie film, or audio recordings for commercial purposes may only be made on the property with the approval of the occupying agency head.

J. CONTROLLED DANGEROUS SUBSTANCES AND ALCOHOLIC BEVERAGES

The use of controlled dangerous substances, except as prescribed by physicians or permitted by law, is prohibited on State property. Any individual under the influence of alcohol or controlled dangerous substances may not be permitted on the property, or to operate a motor vehicle on the property.

K. SOLICITING AND DEBT COLLECTION

The soliciting of alms, money, or contributions, commercial soliciting, the display or distribution of commercial advertising, political soliciting, or the collection of private debts, is prohibited on State property, except for the following:

- (1) solicitation by campaigns for savings bonds, health, welfare, and charity;
- (2) solicitations by labor organizations;
- (3) recruitment campaigns for the Armed Forces, National Guard or other government agencies;
- (4) operation of vending facilities;
- (5) authorized personal notices; and
- (6) activities on portions of the property leased to other individuals or organizations.

L. ANIMALS

Dogs and other animals may not be brought upon the property for other than official purposes, except seeing-eye dogs and animals used to guide or assist handicapped persons.

M. DEMONSTRATIONS AND RALLIES

Demonstrations and rallies may be held during regular business hours on designated locations of Department of General Services's property subsequent to obtaining a permit from the appropriate superintendent or manager.

N. PENALTIES

Persons violating these regulations and applicable laws may be prosecuted and, upon conviction by a court, shall be considered guilty of a misdemeanor and may be fined or imprisoned. Nothing contained in these regulations shall be construed to abrogate any other federal, State, or local laws applicable to any area in which the property is located.

O. SMOKING POLICY

The Governor's Executive Order No. 01.01.1992.20 specifically prohibits smoking or carrying any lighted tobacco product in all State buildings and facilities, in all space leased or rented by the State, and in government operated shuttle buses.